

# **PERSONAL PROPERTY**

## **DELIVERY OF PERSONAL PROPERTY**

**SUBJECT:** Delivery of Personal Property from Government Deployment Storage During Reintegration and Thereafter

**1. BOTTOM LINE:** Redeploying Soldiers shall request personal property delivery through their Rear Detachment Commander (RDC) while still deployed or at the Personal Property Servicing Office (PPSO), upon return from deployment.

### **2. RETRIEVAL PROCEDURES:**

a. If possible, no less than seven days prior to estimated return to home station, the deployed unit commander notifies the RDC. The RDC must be able to identify and validate the names, unit, social security numbers, and delivery addresses (including building # and room #) of Soldiers in need of personal property delivery upon return from deployment.

b. The RDC schedules delivery of personal property through the PPSO, Bldg 6, Rm 105, 545-4900, on behalf of the deployed Soldier no less than five working days prior to actual arrival date. Doing this will expedite the process and ensure that the Soldier's personal property is available for use shortly after they arrive at home station. The RDC is responsible for ensuring the Soldier or individual acting on behalf of the Soldier is present at the delivery location on the day of delivery until delivery is made.

c. If advance notification is unmanageable, the Soldier should personally make personal property delivery arrangements with the PPSO as soon as possible following arrival at home station. This could also be arranged by RDC in order to save the returning Soldier reintegration time.

d. If a delivery request is made upon the day of arrival at home station, the PPSO will schedule the delivery appointment with the contractor and notify the Soldier within 48 hours of the date and estimated time of delivery. The Soldier or individual acting on behalf of the Soldier must be present at the delivery location the day of delivery until delivery is made.

e. The Soldier should note any missing items or damages to personal property on the DD 1840 provided by the contractor. Soldiers have 75 days from receipt of personal property to file a DD Form 1840R with the SJA claims office.

## **WITHDRAWAL OF PRIVATELY OWNED VEHICLES**

**SUBJECT:** Withdrawal of Privately Owned Vehicle (POV) from Government Storage During Reintegration and Thereafter

**1. BOTTOM LINE:** Redeploying Soldiers may withdraw their POVs from the government-controlled storage facility provided they have a valid picture ID. If the Soldier's driver's license and/or vehicle license plates and/or vehicle insurance and/or Post vehicle registration and decals have expired, the Soldier must reinstate these items immediately after retrieval of vehicle from the storage facility.

### **2. RETRIEVAL PROCEDURES:**

a. Transportation of Soldiers to the POV storage facility (MWR POV Storage Facility, Bldg, 1705) is coordinated within the unit.

b. Retrieval of POVs from the storage facility may be made without appointment during the storage facility normal duty hours Monday – Friday, 0830 – 1700, and Saturday, 0830 – 1100. Retrieval of POVs from the storage facility during non-duty hours can be made by appointment through the unit Rear Detachment Commander's office.

c. The Soldier should bring a copy of the joint inspection form made when the POV was placed in storage. The storage facility has a copy on file if needed. The Soldier and a person from the storage facility will conduct a joint inspection of the POV prior to the POV being released. New/non-pre-existing damages to the POV while in storage must be jointly annotated and endorsed with signatures on the inspection form before release of the POV.

d. The storage facility will assist Soldiers as necessary to start vehicles and/or inflate tires.

e. If the Soldier wishes to file a claim against the US Government for damages to the POV during storage, the Soldier should contact the SJA claims office for processing information and time limits for filing of claims.